

EMPLOYER: Use this form to verify earnings for a week for an employee who worked less than full time.

Employee's Name: _____ SSN: _____

☐ Payroll or ☐ Calendar Week: Beginning Date _____ Ending Date _____

1. Gross Earnings \$ _____	Total Hours Worked _____	4. Employee's Usual Schedule: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Normal No. of Hours Worked per Week →
2. <input type="checkbox"/> Vacation <input type="checkbox"/> Holiday <input type="checkbox"/> Bonus \$ _____		5. Reason worked part time this week: <input type="checkbox"/> Lack of Work or <input type="checkbox"/> Other reasons: (please explain)	
3. Tips Reported by Employee \$ _____			

Employer's Name: _____ Telephone No. _____

Signature of Employer's Representative _____ Title _____ Date _____

INSTRUCTIONS TO CLAIMANT: Claimants are required to provide **written** verification of all weekly earnings. Verification of earnings can be provided in any of the following ways: 1) completion of this form, 2) a paycheck stub, 3) a statement from your employer or 4) other written proof that has been agreed upon by the Bureau of Unemployment Compensation. If you choose to use this form, have your employer complete it for **each** unemployment claim week for which you must provide verification of earnings. After the employer completes and returns it to you, **mail or fax** to: Maine Dept. of Labor, Attn: BUC Wage Verification, P.O. Box 450, Bangor, ME 04402-0450; **fax number:** (207) 561-4070 or (207) 561-4665.

INSTRUCTIONS TO EMPLOYER: Please complete this form and return it to the employee. Employee must provide verification of his/her earnings on a weekly basis, based on either the employer's payroll week or a Sunday to Saturday calendar week, as part of the unemployment claim process. If your payroll is computed on **any basis other than weekly (bi-weekly, monthly, etc.)**, ask your employee for which week (for example, first or second half of a bi-weekly payroll period) proof is needed, then complete this form for that week.

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